



RESIDENT MAINTENANCE REQUEST

Resident Name: _____

Address: _____ Unit: _____

City: _____ Date: _____ Time: _____

Contact Telephone: _____ (Please provide the best number to reach you and an alternate number)

Alternate Telephone: _____

I request, and give do not give my permission for the appropriate maintenance technician to enter my residence to repair the item(s) listed below. Should I not be able to be home during normal business hours and do not grant permission for the technician to enter my home, I understand that the requested repairs might not be able to be completed.

1.	
2.	
3.	
4.	
5.	

**Please be sure to be familiar with the terms of your lease, items that are your responsibility (clogged drains, tripped circuit breakers, etc.) will be charged back to the resident. Unnecessary maintenance request, at the sole discretion of the maintenance technician, will also be charged back to the resident.

Resident Signature

Date

Agent Signature

Date

W/O Issued #: _____
